

TRAINING REQUEST

NAME: (LAST, FIRST, MI) (IF VARIOUS, SEE ATTACHMENT)

ORGANIZATIONAL CODE:	PHONE NUMBER:	POSITION / TITLE:
----------------------	---------------	-------------------

CLASS INFORMATION

TITLE OF CLASS:	COURSE/CATALOG NUMBER:
VENDOR NAME AND ADDRESS:	LOCATION OF TRAINING: (IF DIFF. FROM SOURCE)
POC NAME	

VENDOR PHONE NUMBER:	COSTS
VENDOR FAX NUMBER:	JOB ORDER NUMBER: _ _ _ T A
TRAINING START DATE: MM/DD/YYYY	\$ TUITION:
TRAINING END DATE: MM/DD/YYYY	\$ BOOKS/MATERIALS:
COURSE TO BE PAID BY EMPLOYEE AND REIMBURSED AFTER COMPLETION: YES <input type="checkbox"/> NO <input type="checkbox"/>	\$ TOTAL COST
	DUTY HOURS NON-DUTY HRS

COLLEGE: ALL COLLEGE COURSES MUST BE APPROVED AND DD1556 ISSUED PRIOR TO START OF COURSE FOR REIMBURSEMENT TO OCCUR.
PLEASE CHECK ONE: UNDERGRADUATE ☐ GRADUATE ☐ OTHER ☐

PURPOSE OR JUSTIFICATION: (WHY COURSE IS NEEDED TO PERFORM YOUR JOB, MUST BE COMPLETED)

APPROVALS

DD1556 INFORMATION
(FOR TRAINING USE ONLY)

<div>_____ TRAINEE'S SIGNATURE</div> <div>_____ DATE</div> <div>_____ SUPERVISOR/DIVISION HEAD</div> <div>_____ DATE</div> <div>_____ DEPARTMENT HEAD</div> <div>_____ DATE</div> <div>_____ DIRECTOR</div> <div>_____ DATE</div> <div>_____ COMMAND TRAINING COORDINATOR</div> <div>_____ DATE</div> <div>_____ CODE 00B1 & U. S. CODE 1301(a) APPROVAL</div> <div>_____ DATE</div>	DOCUMENT NUMBER:
	DATE TRAINING RESERVATION/CONFIRMATION MADE:
	DATE CREDIT CARD INFORMATION PROVIDED TO VENDOR:
	DATE OF 1556 DISTRIBUTION TO TRAINEE:
	NOTES: